

## Cheap Street Church Sherborne Risk Assessment – Worship Service in Hall

Issue	Date
Draft A	31 Aug 2020
Draft B	1 Sep 2020
Draft C	6 Sep 2020
Issue 1	10 Sep 2020

This risk assessment covers the use of the Cheap Street Church hall for a short service of worship. This risk assessment does not cover other use of the hall for other purposes.

The introduction to the Methodist Church document: [Covid-19 Risk Assessment Version 8](#) states:

*It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:*

*Identifying what activity or situations might cause transmission of the virus.*

*Think about who could be at risk.*

*Decide how likely it is that someone could be exposed.*

*Act to remove the activity or situation, or if this is not possible, control the risk.*

*How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit.*

Acknowledgement: some of the text is taken from a Yeovil Methodist Church risk assessment.

# Cheap Street Church

## Covid-19 Risk Assessment

<b>Name &amp; Address of Church</b>	<b>Cheap Street Church Cheap Street Sherborne DT9 3BJ</b>	<b>Assessment undertaken by George Faris</b>
<b>Area of Building Assessed</b>	<b>Hall for act of worship</b>	<b>Date of Initial Assessment: 10 September 2020</b> <b>Date to be Reviewed: 22 September 2020</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2= Frequently 3= Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Worship (Main Area)</b>	All	3	2	6	<p>Maximum attendance of 23 – worship leader, musician and 21 congregation. Chairs to be set out at least 1 metre apart , facing the patio doors. There will be the maximum possible distance from the worship leader and the front row, ie at least 2 metres.</p> <p>Fellowship to be advised preference to be given to those booking and providing contact details in advance with pastoral visitors. The steward will tick off people on the list as they arrive and add</p>	

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					<p>names and contact details for others. List to be kept for 21 days and then destroyed.</p> <p>Congregation to wear masks. Worship leader and readers may remove them when speaking and must use the sound system to minimize spray and help the hard of hearing.</p> <p>Worshippers to enter through the main doors, be welcomed by the steward, given a mask if required and asked to sanitise their hands,</p> <p>Fill seats from the front. Leave as directed through the kitchen or patio doors. Observe social distancing at all times. Do not block exits.</p>	
<b>Health &amp; Wellbeing to attend Service</b>	Church Family & Visitors	3	3	9	Guidance on those who should <u>not</u> attend worship at present to be given in the Newsletter.	See Newsletters dated 3 and 10 September 2020.

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<b>Holy Communion</b>	All				No communion services at present. The Cheap Street risk has not yet been assessed. However, this is to be kept under review in the light of government and Methodist Church guidance and circuit policy.	Church Council to keep under review
<b>Junior Church</b>	Young People				There is no provision for Junior Church at present. The Cheap Street risk has not yet been assessed.	Church Council to keep under review
<b>Entrance</b>	All	3	2	6	Both sets of doors to remain open before and after the service minimizing need to touch handles	Instructions to stewards

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<b>Toilets</b>	All	2	2	4	Service shortened to around 30 minutes reducing need for toilets. Sanitizer station required. Bins for used paper towels required inside toilets.  Steward to run taps for 10 minutes on arrival and flush toilets twice.  Ladies toilet – single use only.	Instructions to stewards. Instructions in notices. Signage, hand sanitizer, Posters on handwashing Paper towels provided  Steward
<b>Refreshments</b>	All				No refreshments will be served. The Cheap Street risk has not yet been assessed.	Instructions to congregation in newsletter and to visiting worship leaders.

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<b>Offering</b>	All	3	2	6	1. Offertory box to be available on entry. 2. The councillor on duty to look after it during the service. 3. The councillor on duty is responsible for counting and banking the offering. Cash should be kept for at least 48 hours before counting. 4. Direct giving by standing order, the use of cheques and banknotes to be encouraged in the newsletter.	
<b>Ventilation</b>	All	3	2	6	Councillor and stewards to ensure adequate ventilation by opening windows and keeping doors open where practicable.	
<b>Cleaning</b>	All	3	2	6	The church is cleaned by a contractor once a week, usually on Fridays. With proposed opening of the hall only for Sunday worship, no extra risks to the cleaners have been identified.	